

# **OCCUPANT EMERGENCY PROCEDURES**

for the

U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
National Marine Fisheries Service  
Southeast Fisheries Science Center  
Mississippi Laboratory  
John C. Stennis Space Center  
Stennis Space Center, Mississippi

## **EMERGENCY TELEPHONE NUMBERS:**

<b>FIRE</b>	<b>911</b>
<b>SECURITY</b>	<b>911</b>
<b>AMBULANCE</b>	<b>911</b>
<b>BOMB THREAT</b>	<b>911</b>
<b>ELEVATOR EMERGENCY</b>	<b>911</b>

Prepared by:

L. N. May, Jr.  
Collateral Safety and Environmental Officer

Last revision: 20-MAR-2003

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## 1.0 Document Objective

The objective of this document is to define requirements to assure the safety of NMFS-SSC personnel, facilities, and equipment in the event of fires, medical emergencies, bomb threats, inclement weather, and other exigencies. This safety procedure is applicable to all NMFS-SSC (Federal Service) employees and agency contractors who perform work at NMFS-SSC facilities. NMFS-SSC operates an office suite located in building 1103, room 218, and engineering support and storage facilities on six floors located in the north end of building 3203.

## 2.0 FIRE

### 2.1 Emergency Response in the Event of a Fire

The fire alarm system is designed to operate on the activation of any manual alarm station, sprinkler water flow device, or smoke detector. Anytime a fire alarm is activated in the building, personnel should immediately close their office doors, **without locking them**, and evacuate via the stairways to the predesignated evacuation assembly point defined in Section 2.2, and await instructions. **THE USE OF PASSENGER AND/OR FREIGHT ELEVATORS DURING FIRE EMERGENCIES IS PROHIBITED.** The NMFS-SSC Collateral Safety Officer will insure that all NMFS-SSC staff have safely evacuated the premises.

If a fire which has not activated the alarm system is discovered, activate the fire alarm system by going to the nearest fire alarm pull box station and pull the handle down. This will automatically notify the SSC Fire Department. In the event that the fire alarms do not activate, immediately report the fire emergency to the SSC Security Dispatcher

(911 for SSC telephones or 228-688-3636 for telephones on the site that are routed through the Bay St. Louis telephone system). Fires observed outside of a building or in remote areas should also be reported to the SSC Security Dispatcher.

## 2.2 Fire Emergency Evacuation Plan

Emergency evacuation routes for NMFS-SSC personnel from buildings 1103 and 3203 are delineated in Figures A through G. Personnel will evacuate the buildings using the designated egress routes and assemble in the following areas:

- Building 1103 - south of the building to the grassy area across the road.
- Building 3203 - north of the building to the grassy area between the parking lot and woods.

Although there are currently no physically challenged employees or agency contractors working at NMFS-SSC, Attachment A insures that any physically challenged employees and contractors hired in the future will be provided with assistance during any emergency fire evacuation. The form was adapted from the SSC Safety and Health Procedures and Guidelines (NASA 1998) and will be completed and filed for any NMFS-SSC employee who requires assistance.

## 3.0 MEDICAL EMERGENCIES

**Immediately report serious or life threatening medical emergencies to the SSC Security Dispatcher by dialing 911 (or 225-688-3636 for telephones on the site that are routed through the Bay St. Louis telephone system) and have the following information available:**

- Building, floor, and room numbers where the emergency exists.
- Telephone number from where you are calling and your name.
- Brief explanation of what happened.
- The number of persons that need help.
- Condition of the person(s), to the best of your knowledge.
- What has or is being done for them.
- Location where someone will meet emergency response personnel (elevator lobby of the floor on which the emergency exists would be the most practical location).
- MOST IMPORTANTLY, DO NOT HANG UP UNTIL ADVISED TO DO SO.

First-aid supplies are stored in a metal cabinet in the secretary's office in building 1103 and in the Electronics Lab on the fourth floor of building 3203.

#### 4.0. BOMB THREATS

Most bomb threats are oral threats, usually made by telephone. An essential tool for bomb threat management is the Telephone Bomb Threat Checklist located on the last page of the SSC Telephone Directory. The checklist should be maintained under office telephones for use in documenting a bomb threat call. Information acquired by the recipient is vitally important to officials in evaluating and acting upon a threat. Periodic review of the Telephone Bomb Threat Checklist will aid you in acquiring knowledge about the type of information you should try to obtain. A recipient of a bomb threat should immediately report the threat to the NASA/SSC Security Office (228-688-2003) and the Security Dispatcher (911 or 228-688-3636).

In the event that a total building evacuation is called for, you should evacuate immediately via the stairways and assemble well away from the building. THE USE OF PASSENGER/FREIGHT ELEVATORS DURING BOMB EVACUATIONS IS PROHIBITED, EXCEPT FOR USE BY DESIGNATED MOBILITY IMPAIRED INDIVIDUALS AND THEIR ASSISTANTS.

#### 5.0 HURRICANE PREPAREDNESS

Hurricane season is defined as the period between June 1<sup>st</sup> and November 30<sup>th</sup>. When a hurricane threatens the Northern Gulf of Mexico the SSC Emergency Operations Center (EOC), will issue weather updates and readiness information to all agencies on the site by telephone voice mail. A detailed description of this procedure and the readiness levels are given in the SSC Telephone Directory. If the EOC determines that the situation has deteriorated to Condition III (Alert), i.e., destructive force winds are expected within 48 hours, then the following measures will be taken by NMFS-SSC personnel within the next 24 hours: (1) remove and secure any equipment on the roof of building 1103; (2) back up and secure all data stored on computer systems in buildings 1103 and 3203; (3) move computer systems and other electronic gear away from the windows and cover with waterproof sheeting; (4) move equipment or supplies stored outside into building 3203; (5) secure the exterior doors of building 3203; and (6) close all office doors in buildings 1103 and 3203 prior to an order given by the EOC to shut down the site.

#### 6.0 TORNADOS AND SEVERE WEATHER

Notification of a tornado warning and severe weather conditions are issued by the National Weather Service. If occupants are notified of a tornado warning, occupants should move briskly away from any window area, proceed to the elevator lobby on the floor on which they are located (staying clear of glass doors and other surrounding glass objects), close all office and elevator lobby doors, and await notification that the warning has been rescinded by the National Weather Service.

## 7.0 ELEVATOR EMERGENCIES

If an elevator becomes stalled between floors, do not attempt to leave the elevator car. Use the elevator telephone to dial 911 for assistance. The SSC Security Dispatcher answering the telephone will notify trained elevator rescue personnel. In the event of a telephone failure, ring the alarm bell. Do not attempt to open either the car or hoist way doors or attempt to leave the elevator car. Make yourself as comfortable as possible and wait for rescue personnel.

## 8.0 BASIC SAFETY PRINCIPLES

1. Respond in an immediate and intelligent manner upon activation of the fire alarm or upon receipt of verbal instructions over the public address system or other means in actual emergencies or drills. Curtail any conversation, meeting, or phone call immediately. Do not use passenger and/or freight elevators during evacuation emergencies.
2. Be alert and help others needing assistance in an emergency (i.e., individuals with disabilities, visitors, etc.)
3. Do not return to your work location until the all clear is given. Personal belongings may be taken with you if they are immediately accessible. If they are not, do not risk returning to the scene of the emergency to obtain them.
4. Be prepared to receive additional and/or altered emergency instructions. This may be required based on the nature of the emergency.
5. Do not contact the NASA/SSC Security Office during an emergency to inquire about the status of a situation. The telephone lines to these offices must remain open so that emergency conditions can be reported and emergency information coordinated.

## 9.0 REFERENCES

Anonymous. No date. Occupant Emergency Procedures. U.S. Dept. of Commerce, National Oceanic and Atmospheric Administration, Central Administrative Support Center, Kansas City, Mo.

National Aeronautics and Space Administration, 1998, SPG 8715.1, Stennis Space Center (SSC) Safety and Health Procedures and Guidelines, Section II.3.3, "Emergency response/employee evacuation of personnel in the event of fire".

ATTACHMENT A: EMERGENCY EVACUATION OF PHYSICALLY  
CHALLENGED NMFS EMPLOYEES AT SSC

The following NMFS-SSC employees have been identified as needing assistance during emergency evacuation of the facilities in which they work. Each individual's needs have been evaluated and the appropriate assistance tailored for those needs. A completed copy of this document was placed in each physically challenged employee's personnel folder. **This form was adapted from page II.3.3(16) the SSC Health and Safety Procedures and Guidelines (NASA 1998).**

NAME OF INDIVIDUAL \_\_\_\_\_

LOCATION: Building \_\_\_\_\_

ASSISTANCE: \_\_\_\_\_ and \_\_\_\_\_  
have been assigned as primary and secondary assistants, respectively; to aid  
\_\_\_\_\_ in the event of a fire alarm sounding or other emergency evacuation of  
Building \_\_\_\_\_. Aid will include assuring that \_\_\_\_\_ is aware of the alarm,  
and that one of the assistants stays with \_\_\_\_\_ during the evacuation  
procedure to assure that any special instructions from emergency response personnel are  
conveyed to \_\_\_\_\_ and that \_\_\_\_\_ is escorted safely to  
the assembly point outside of the building.

Figure A. Emergency evacuation route from the NMFS-SSC office suite located in building 1103, room 218.





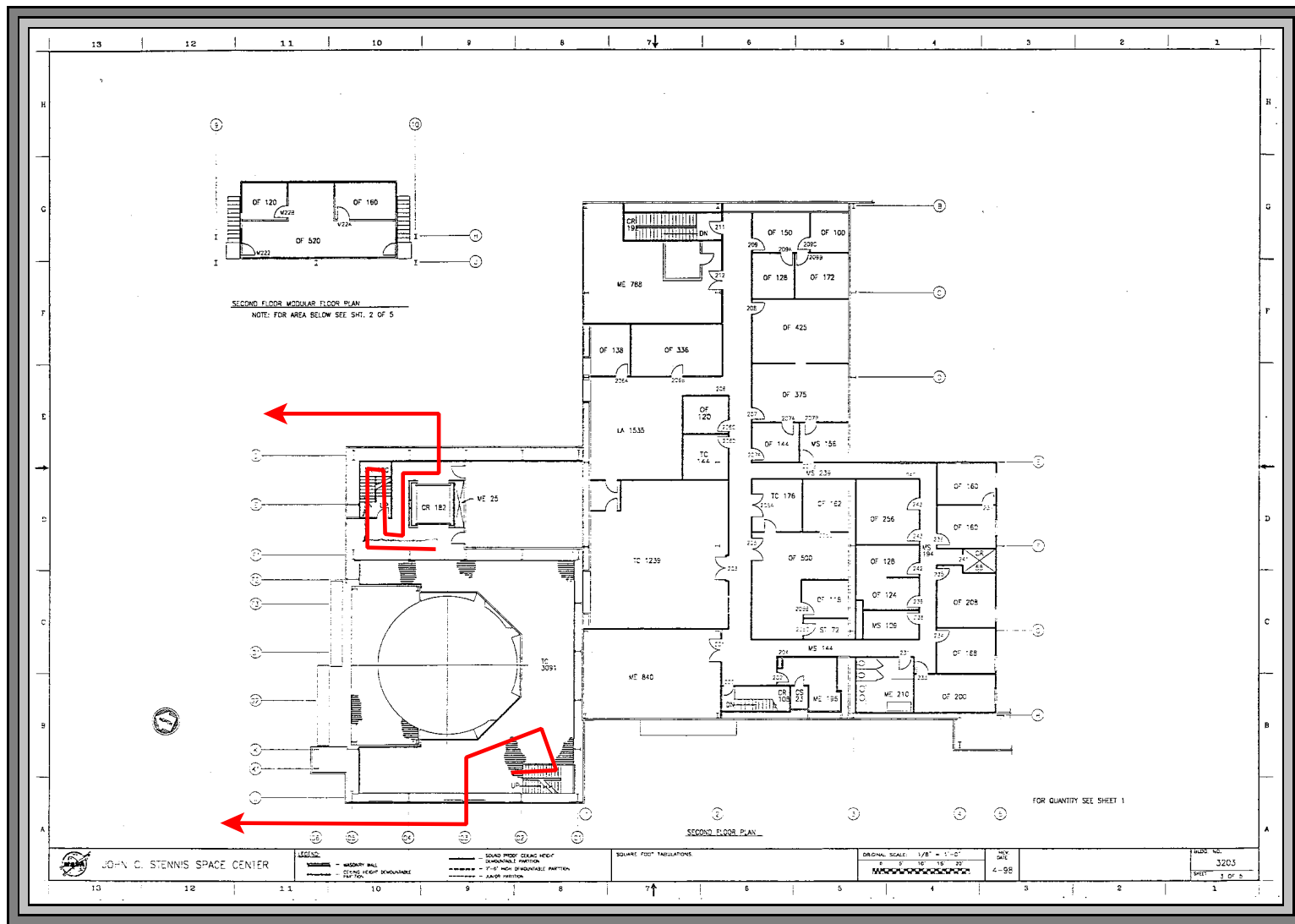


Figure C. Emergency evacuation routes via the east and west stairwells and ground floor exit doors from level 2 of the NMFS-SSC facility located in building 3203.

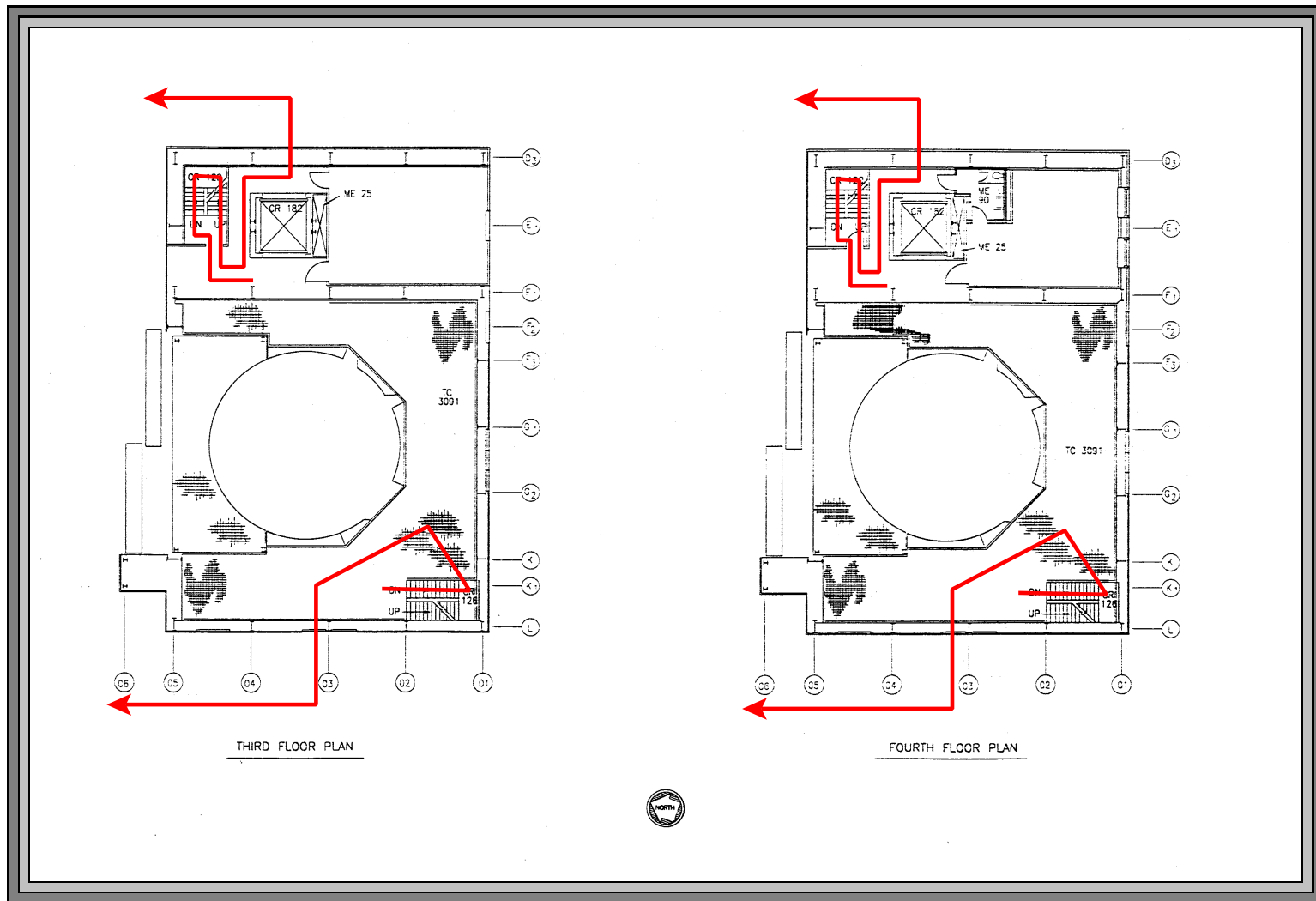


Figure D. Emergency evacuation routes via the east and west stairwells and ground floor exit doors from levels 3 and 4 of the NMFS-SSC facility located in building 3203.

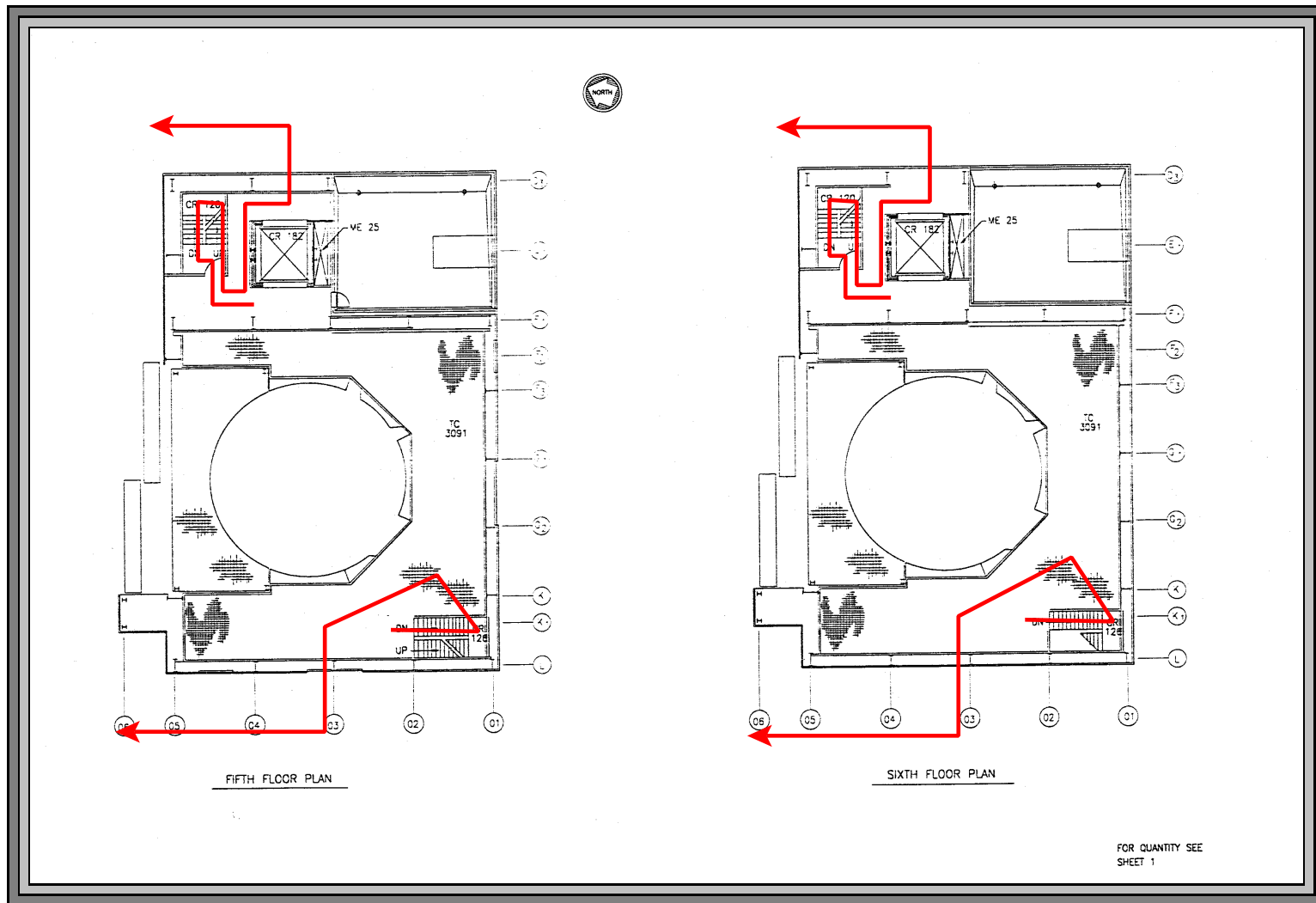


Figure E. Emergency evacuation routes via the east and west stairwells and ground floor exit doors from levels 5 and 6 of the NMFS-SSC facility located in building 3203.